APA Module 1

Slide 2
Using a consistent style of formatting when writing papers facilitates clear communication of content and concepts to the reader. From the title page to the reference page, there are guidelines that assist the writer in presenting material in an organized and succinct fashion. Titles, references, citations, headings, quotations – exactly what are they and where do they all go? What's the difference between the title and the running head? How long should the title be? Where do the page numbers go?

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Let' start with some basics. Typeface and the size of the type. Times New Roman is the preferred typeface for APA publications. Font size should be 12-pt. This font is easily read and reduces eye strain. The red arrow indicates where to place the cursor to format the font. The yellow arrow indicates where to place the cursor to format the font size. Do not use settings in your word-processor to decrease the spacing between letters or words.

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Except for headings and indentations at the beginning of each new paragraph, text is aligned to the left. The brown arrow indicates where to place the cursor to align text left.

Slide 5
One inch margins should be used at the top, bottom, left, and right edges of the paper. This is the default setting for margins in most word-processing programs. To assure this spacing, or to change, in Word 2007 go to Page Layout and click on Margins. The normal 1" set up will be shown in this section.

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The major sections of an APA paper are listed here. An appendix should be included only if needed to provide detailed material that would be inappropriate or distracting in the body of the paper. If your paper has more than one appendix, label them with a capital letter, as 'Appendix A', 'Appendix B', 'Appendix C', and so on.

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Once you have formatted the font, font size, and margins of a document, you are ready to create a title page. The title page consists of a page number, a running head, the title of the document, the author's name, and the author's affiliation. The title should be about 10 to 12 words maximum and summarize the main topic of the work. It should be concise without using words that serve no purpose, such as "A Study of" or "The Results of". Spell out all terms and avoid abbreviations. Center the title between the left and right margins and position it in the upper half of the page. Positioning the affiliation at the center vertically usually positions the title, author's name, and affiliation appropriately on the page. As shown here, the running head contain words from the title.

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The running head is an abbreviated title of 50 characters or less that is positioned flush left on the first line of each page. Use the words 'Running head' followed by a colon and then the running head in all uppercase letters.

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The format of the author's name is first, middle initial, and last name. The same format should be used consistently. For instance, this author should always use Sarah M. Wilkinson as her name, rather than Sarah Wilkinson without the middle initial, or S. M. Wilkinson. The affiliation is the last element of text on a title page and indicates where the author conducted a study, where they hold an academic or clinical position, or, the university or college where a student is enrolled. If an author has no affiliation, the city and state where the author resides is used in this position.